

ATTEMPTED INSPECTION	An attempted inspection occurs when an authorized person is not available to accompany the inspector and no inspection is conducted. [2.126]
Criteria	<p>An attempted inspection is when:</p> <ul style="list-style-type: none">• the licensee is not available to conduct an inspection• the licensee’s designated person is not available• the licensee is contacted but unable to accompany the inspector• it is inappropriate to conduct an inspection at that time <p>Make sure no one who is authorized to accompany you on the inspection is at the facility. To determine that no one is available:</p> <ul style="list-style-type: none">• knock loudly on the door several times• call out the person’s name• honk your vehicle’s horn several times• check around the facility for someone, but do not enter animal buildings or pass through closed gates without prior authorization from the licensee• call the phone number(s) provided by the licensee to contact him/her, his/her spouse or the designated person to determine if he/she can be at the facility within 30 minutes• wait a reasonable amount of time for someone to show up at the facility <p>Do not conduct an inspection of the facility without being accompanied by the licensee or his/her designated person.</p> <p>If you are unable to contact anyone, complete an inspection report with the following:</p> <ul style="list-style-type: none">• appropriate consecutive number of the attempted inspection (1st, 2nd, 3rd, etc.)• for the 1st attempted inspection:<ul style="list-style-type: none">▶ Category III statement (Ctrl + 3 in the inspection report template) with the citation reading: “SECTION. 2.126-ACCESS TO PROPERTY AND RECORDS - On <i>(date)</i> at <i>(time)</i>, licensee failed to have a responsible person available to conduct an

- ▶ animal welfare inspection.” **and**
 - ▶ your (the inspector’s) voicemail number with a statement such as “If your hours of availability have changed, please contact me at (*voicemail guest number*) and leave a message.”
 - for the 2nd attempted inspection:
 - ▶ Category IV statement (**Ctrl + 4** in the inspection report template) with the citation reading: “SECTION. 2.126-ACCESS TO PROPERTY AND RECORDS - On (*date*) at (*time*), licensee failed to have a responsible person available to conduct an animal welfare inspection.” **and**
 - ▶ the enforcement statement (**Ctrl + 9** in the inspection report template)
 - for the 3rd and subsequent consecutive attempted inspections:
 - ▶ Category IV statement (**Ctrl + 4** in the inspection report template) with the citation reading: “SECTION. 2.126-ACCESS TO PROPERTY AND RECORDS - On (*date*) at (*time*), licensee failed to have a responsible person available to conduct an animal welfare inspection.
- NOTE: Do **NOT** put the enforcement statement on these attempted inspections, as it may hamper enforcement action by the Regional Office.
- Sending the inspection report:**
- for the 1st & 2nd attempted inspections, send a copy of the inspection report to the licensee by certified, return receipt mail (see “Sending Inspection Reports by Certified Mail” - Section 9.2)
 - for the 3rd and subsequent consecutive attempted inspections, send the licensee’s copy to the Regional Office
NOTE: The Regional Office will send the licensee’s copy with appropriate enforcement action

For RBIS

An attempted inspection is not a completed inspection, therefore conduct an inspection as soon as possible
